

## Grant Development Internship

📍 Seattle, WA

🕒 Part Time (15-20hrs/week)

📅 Start Immediately

🎓 School Credit

At Leading Retirement Solutions (LRS) our goal is to empower all businesses with the economic independence required to help their employees save for a secure retirement. In order to deliver on this goal, LRS team members uphold their commitment to superior customer service, have a consistent track record of exceeding expectations, and always show their attention to detail by continually advancing their education of our unique industry. With their solutions-oriented mindset and ability to thrive both independently and as part of a team, LRS is able to leverage our strengths and promote innovation throughout our industry. If this aligns with your values, and you possess the skill set to thrive in a fast paced and often changing work environment, we would love for you to join our organization of experts!

We implement 401(k)s, 403(b)s, Defined Benefit Plans, SEP & Simple IRAs, ROBS, ESOPS, Church Plans, and even plans for Cannabis companies. Through our open architecture recordkeeping services, we provide investment advisors, managers, plan sponsors and participants access to traditional and non-traditional investments.

### Job Description

Leading Retirement Solutions is looking for college or graduate student with experience in business development to develop an industry-specific self-sustaining scholarship program for our company. In order to promote diversity in the retirement plan administration field, LRS is intent on providing access to the Retirement Plan Fundamentals (RPF) Certificate through ASPPA to those who may not otherwise be able to afford it. As such, we're in need of an individual to create a way of 1) making decisions for the initial donation pool for this program, 2) finding potential candidates for this program, 3) applying for and receiving scholarships, 4) coordinating RPF studies and test taking with recipients, ideally 5) getting the candidate a job in our industry upon finishing the program; and 6) explore ideas for procuring consistent funding if we decide to replicate program in the future.

### Necessary Experience

- Prior experience with scholarships and/or grants.
- Experience developing and implementing process improvement systems.
- Fundraising experience.
- Experience effectively documenting processes.
- Business Development experience is a plus.
- Familiarity with the retirement plan administration industry is a plus.

### Qualifications

- Work Authorization: U.S. Citizen or Permanent Resident Visa.
- Strong command of technology.
- Proficiency is required with Excel, Word, Outlook, Adobe Acrobat, browsing network directories, and dual screens as we are a paperless office.
- College or graduate student. Past or present studies in Business Development, Marketing, Business Administration, or related fields.

**To Apply:** Email Human Resources - [careers@leadingretirement.com](mailto:careers@leadingretirement.com)

Be sure to include a cover letter, resume, references, and any additional applicable information.